



# Excel 2010 Level 2 Intermediate (Full day)

## Excel Intermediate

### 1 day

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#### Is this course for you?

You are familiar with basic Excel techniques, including entering and editing data, saving and printing workbooks. You wish to develop your skills, in particular performing calculations in Excel using formulas and functions and managing and presenting data.

#### Pre-requisites

The course assumes that delegates are familiar with:

- basic Windows operations, including using a mouse and opening and saving files
- entering and editing data, either in Excel 2010 or an earlier version

#### Course duration

1 day

*This course is an alternative to half-day courses. It includes elements of the **Performing Calculations**, **Analysing Data** and **Presenting Information** courses.*

#### Course objectives

At the end of the course, you will be able to enter formulas and simple functions, using data from multiple sheets and workbooks where necessary. You will be able to count cells meeting a certain criteria with COUNTIF and look up data with VLOOKUP. You will be able to analyse tables of data by sorting, filtering and subtotaling and will know how to present results using conditional formatting and charts.

A handout covering the main course topics will be provided.

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#### Build a worksheet in Excel 2010

- Enter and format data
- Add up data with AutoSum

#### Create a formula

- Enter a formula
- Copy formulas with AutoFill
- Understand absolute cell references
- Use absolute references in formulas

#### Name cells

- Assign a name to a cell or a range
- Use names in formulas
- Insert a name with Paste Names

#### Work with multiple sheets and books

- Use cells from different sheets or workbooks in a formula
- Manage linked files

#### Using Excel functions

- Use the Insert Function dialog
- Enter a function on a worksheet
- Use COUNTIF and VLOOKUP

#### Check for errors

- Understand error checking
- Check for errors in formulas

#### Work with data in Excel

- Understand rules for storing data
- Sort and filter data
- Subtotal data

#### Present information with conditional formatting

- Colour cells depending on value
- Use data bars, colour scales and icons
- Use a formula to create a conditional format
- Manage conditional formats

#### Add comments

- Insert a comment in a worksheet
- Edit and display comments
- Review and remove comments

#### Reuse Excel data

- Use Paste preview when pasting data
- Save a workbook as a pdf

#### Develop a chart

- Create a chart
- Change chart design and format
- Change the data being plotted

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**This is a provisional course outline and may change**